

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN

No. 99-117

TO:	Sponsors of the National School Lunch Program and School Breakfast Program County Superintendents of Schools	ISSUE DATE:: December 1999
ATTENTION:	Food Service Directors	
FROM:	School Nutrition Programs	
SUBJECT:	School Breakfast Program (SBP) Pilot Project	



This management bulletin provides school food authorities (SFAs) that participate in the School Breakfast Program (SBP) information and application materials for the Universal Free School Breakfast Pilot study to be conducted by the U.S. Department of Agriculture (USDA).

BACKGROUND

Section 109 of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) authorized USDA's Food and Nutrition Service (FNS) to conduct a pilot study that provides free school breakfasts to all students regardless of family income. The purpose of this study is to assess the effects of universal free school breakfast on program participation and a broad range of student outcomes, including academic achievement, school attendance and tardiness, classroom behavior and attentiveness, and dietary status.

Up to six SFAs throughout the nation will be selected to participate in the pilot study for a period of three years beginning in the 2000-2001 school year. For those districts selected, a limited number of pairs of elementary schools will be chosen as the focus of the study. In each pair, one school will be randomly selected as the "treatment school" (offering universal free breakfast) and the other will be the "comparison school" (offering the regular SBP). FNS anticipates that about six pairs of schools will be chosen in each of the six districts. Criteria for site selection will include, but are not limited to: geographic location; district size; meal program participation; staff and technological resources; student achievement; and availability of school records on such factors as attendance, tardiness, and disciplinary actions.

WHO MAY APPLY

School districts wishing to apply for participation in the pilot study must meet the following criteria:

- The district must currently be participating in the SBP;
- The district must have at least two elementary schools, so that the schools can be paired for comparison purposes; and
- The district must be willing to commit to the entire three-year period of the study.

In order to allow as many schools as possible to participate in FNS-sponsored studies, SFAs that are currently participating in an FNS-sponsored demonstration or pilot project may not apply.

Attached to this management bulletin is an application package consisting of the following materials:

- **Letter from Alberta C. Frost, Director, Office of Analysis, Nutrition and Evaluation, USDA.** This letter introduces the pilot project and describes the remaining materials in the package.
- **Federal Register, Vol. 64, No. 233 (December 6, 1999), pp. 68077-68078.** This is the public announcement of USDA's intention to conduct the pilot study.
- **School Breakfast Pilot Project Overview.** This provides a detailed description of the pilot project.
- **Evaluation Criteria and Site Selection.** This describes the criteria that FNS will apply in selecting SFAs to participate in the pilot project.
- **Application Questionnaire.**
- **Draft Letter of Agreement.** This is a sample of the agreement that will be required of all SFAs selected to participate in the pilot project.

These materials are also available on the FNS website at:

<http://www.fns.usda.gov/oane/MENU/sbppilot/sbpnotice.htm>

HOW TO APPLY

SFAs wishing to apply for the pilot project must submit the following:

- **Application Questionnaire.** This questionnaire must be filled out completely. Please note that it contains questions on subjects other than meal program participation, including attendance patterns, testing programs, and student achievement. It may therefore be necessary for the SFA to solicit information from other district staff in order to complete the questionnaire. All items must be completed; if an item cannot be answered for any reason, include an explanation why that information is not available or does not apply.
- **Letter of Commitment.** The letter of commitment should be signed by an authorized school district representative and give reasonable assurance that the school district will abide by the terms and conditions of the pilot project should the

district be selected to participate in it. The letter should also indicate that the district understands that while the pilot project will directly affect the school food service, it will also involve the collection of other data affecting students, parents, teachers, and school administrators. PLEASE NOTE: The letter of commitment is different from the Draft Letter of Agreement, which will be required only of SFAs that are selected for the study.

Send the completed questionnaire and letter of commitment via regular or express mail to:

California Department of Education
Nutrition Services Division
School Nutrition Programs Unit
560 J Street, Suite 270
Sacramento, CA 95814-2342
Attention: Jim Lane, Program Analyst

Applications may also be faxed to:

(916) 445-5731
Attention: Jim Lane, Program Analyst.

The original of the faxed application must be mailed to the above address for your application to be considered complete. **Applications must be postmarked no later than January 31, 2000.**

If you have any questions, please contact your School Nutrition Program Analyst at (916) 323-1580 or (800) 952-5609.

Marilyn Briggs, Director
Nutrition Services Division
Assistant Superintendent of Public Instruction

Kathy B. Lewis
Deputy Superintendent
Child, Youth and Family Services Branch

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